

**State of Connecticut  
Department of Social Services  
Anticipated Job Opportunities**

**Eligibility Services Worker**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE.**

**Posting Date: November 12, 2008      Closing Date: November 24, 2008**

**The Department of Social Services is currently accepting applications for Eligibility Services Worker Positions for our Northern Region (may be underfilled at the Social Services Trainee or Connecticut Careers Trainee level).**

**Open To:                    DSS Employees and the Public**

**Position:                    Eligibility Services Worker**

**Bargaining Unit:        Social & Human Services (P-2)**

<b>Salary Ranges</b>	<b>Social Services Trainee:</b>	<b>\$37,716.00 - \$48,115.00 (SH 14)</b>
	<b>Connecticut Careers Trainee:</b>	<b>\$39,523.00 - \$50,278.00 (SH 15)</b>
	<b>Eligibility Services Worker:</b>	<b>\$47,950.00 - \$60,124.00 (SH 19)</b>

**Locations:                3580 Main Street, Hartford CT  
699 East Middle Turnpike, Manchester, CT  
270 Lafayette Street, New Britain, CT  
676 Main Street, Willimantic, CT**

**DUTIES AND RESPONSIBILITIES:**

Interviews individuals to obtain information; determines and grants services and public assistance; researches, verifies and evaluates statements given by clients and other factors to ensure compliance with program eligibility requirements; enters and modifies all relevant case eligibility information in the Eligibility Management System database; provides periodic cycle of eligibility redetermination services to ensure correct client benefits; acts as liaison with local, State and Federal agencies regarding determination and coordination of client eligibility and awards; provides information regarding state public assistance programs to clients, social service agencies, attorneys and the public; prepares detailed summaries and acts as agency representative in the Fair Hearings process.

**EXPERIENCE AND TRAINING:**

**SOCIAL SERVICES TRAINEE**

General Experience: Two (2) years' experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which would lead to the acquisition of the knowledge, skills and abilities outlined above.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

### **CONNECTICUT CAREERS TRAINEE**

Possession of a Bachelor's or Master's Degree. In specific job areas a degree in a field related to that job area may be required.

### **ELIGIBILITY SERVICES WORKER**

Candidates must have applied for and passed the Eligibility Services Worker exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

General Experience: Five (5) years' experience in the determination of client eligibility for public assistance or in the investigation of client capital assets in relation to eligibility determination.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in a closely related area may be substituted for the General Experience.
2. Two (2) years as a Social Services Trainee in the designated area may be substituted for the General Experience.
3. Eighteen (18) months as a Pre-Professional Trainee may be substituted for the General Experience.

Note: The positions will be filled by candidates who are eligible for appointment as an Eligibility Services Worker, Connecticut Careers Trainee or Social Services Trainee, or The positions may be filled by existing lists which we are obligated to use.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Ms. Delores Atwater, H. R. Associate**  
Department of Social Services  
3580 Main Street  
Hartford, CT 06120-1187  
FAX #: (860) 566-1768

**APPLICATIONS MUST BE RECEIVED BY November 24, 2008 CLOSE OF BUSINESS**

**An Equal Opportunity/Affirmative Action Employer**